

24 MAY 1993

CHAPTER V

SAFETY

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Enclosure (1)

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Chapter V

SAFETY

501. General Flying Club Safety Policy. Flight safety is every flying club member's responsibility. To assist each member, the club shall have a mishap prevention program. Successful programs must have the active support of the members, employees, manager, BOD, and the commanding officer. The CHNAVPERS has the primary responsibility for all flying club safety matters.

502. Duties and Qualifications of Flying Club Safety Officers. The club safety officer shall be a club member who is a certified private pilot or higher with 200 or more flying hours. The club safety officer's main duty is to conduct an aggressive mishap prevention program. He or she is a mandatory member of the BOD and shall:

a. Obtain guidance from the sponsoring activity safety office and the nearest FAA GADO.

b. Conduct safety meetings at least every 2 months and prepare complete meeting minutes for members to review. These minutes will be available in the Pilot Information File (PIF) within 5 work days. The use of guest speakers such as the activity safety officer, a control tower operator, flight surgeon, engine specialist, meteorologist, FAA representative, or other persons with valuable flight safety information is recommended. At a minimum, the following subjects will be discussed:

(1) Navy and type commander policies and directives relating to flying club operations.

(2) FAA regulations.

(3) Local flying area problems, including briefings by safety specialists and/or representatives from the local FAA GADO, or local ATC specialists.

(4) Mid-air collision prevention.

(5) Seasonal flying hazards, including weather and bird migration.

(6) Light aircraft maintenance and potential problem areas.

(7) Light aircraft mishap briefs.

(8) Wake turbulence, thunderstorms, microbursts, crosswinds, flight planning, and fuel management.

(9) Lost pilot and other emergency procedures.

(10) Spatial disorientation, survival, and hypoxia.

(11) Medication and self-medication hazards.

(12) Mountain flying.

(13) Mishap reporting procedures.

(14) Cross-country flying.

(15) Applicable hazard reports.

NOTE: The club safety officer shall schedule pertinent subjects for each meeting so that recurring items of interest (seasonal weather, crosswind operation, wake turbulence, etc.) are covered and periodically repeated. A short, well-prepared meeting is much more effective than a long, poorly planned meeting.

c. Be alert to identify potential hazards and recommend changes in operations, procedures, methods of instruction or supervision, life support systems, and airfield facilities to preclude potential mishaps. If an identified hazard can be expected to have an effect outside the local organization, it should be documented using the "Unusual Occurrence Report" format discussed in Chapter 9 and forwarded to the Command Safety Advisor for release through the "All Navy Flying Club Activities' Collective Address Designator (CAD)."

d. Maintain a safety bulletin board.

e. Coordinate with other club officials to correct safety deficiencies discovered on inspections.

f. Ensure safety meeting minutes, mishap reviews, and mishap reports (submitted per Chapter IX) are promptly posted to the PIF. Such reports shall be "edited" so that personal information

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such as name and social security number of any individual is not disclosed. The posting of such information will be for mishap prevention purposes only.

g. Maintain a pre-mishap plan.

503. Sponsoring Activity Safety Advisor. The commanding officer shall appoint a safety advisor from the command to act as an advisor to club personnel. If an aviation safety officer is not designated, a representative from ground safety or the operations office should be given these responsibilities. The appointee shall monitor the safety program of the club and additionally:

a. Ensure the club safety officer conducts a mishap prevention program.

b. Take part in periodic inspection following Chapter II.

c. Have a follow-up system to ensure that corrective actions are taken for all safety discrepancies found during inspections.

d. Provide mishap prevention information to the flying club. This information must include:

(1) Flying club mishap reviews.

(2) Safety inspection reports.

(3) Safety posters.

(4) Safety magazines.

(5) Information on DOD and FAA films appropriate to club operations.

(6) Hazard reports.

(7) Other needed safety data and information.

e. Evaluate and endorse/not endorse submitted flying club messages for release into the "All Navy Flying Club Activities' CAD." Responsibilities in the CAD program are discussed in OPNAVINST 3750.6Q (NOTAL). Refer to chapter 9 for guidelines and format.

f. Report flying club aircraft mishaps as directed by this regulation and NTSB regulations, part 830.

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504. Safety Meetings. Safety meetings for all club members shall be held at least every 2 months. One hundred percent attendance should be sought.

a. The meetings should be held when most members can attend or repeated often enough to have maximum attendance.

b. The club safety officer shall chair the meeting.

c. Members who fail to attend a meeting will be denied flying privileges until they review the minutes of the meeting or receive a briefing from the club safety officer. The meeting or makeup briefing will be documented in the member's training folder and safety meeting roster. Annotate whether the member's attended the regular meeting or makeup briefing. Viewing a video tape of the safety meeting may count as regular safety meeting attendance.

d. A member who misses two or more consecutive safety meetings shall be denied all club flying privileges until he or she has attended a safety meeting.

505. Mishap Investigation. A Navy investigation shall be conducted for each flying club mishap (as defined by NTSB Rules, part 830) or whenever willful mismanagement or negligence incident to flight is suspected. The commanding officer shall appoint a qualified individual to perform the investigation and assist, as required, in preparation of the aircraft mishap report. The investigator should work in close coordination with NTSB/FAA or International Civil Aviation Organization (ICAO) (foreign or domestic) investigators.

a. The purpose of the investigation and reports is to determine causes and identify steps to prevent recurrence. Requests for copies of flying club mishap reports and other information may be obtained from the Commander, Naval Safety Center (COMNAVSAFECEN), (Attn: Code 10), Norfolk, VA 23511.

b. The CNO (N88), shall be responsible for the action and follow-up on all flying club mishap report recommendations.

c. The COMNAVSAFECEN, shall prepare a mishap review for all mishaps and forward it to:

(1) All commanding officers with flying clubs for their review and distribution to their respective flying clubs. The

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mishap review will be briefed at the next safety meeting and included in the PIF.

(2) The CNO (N88), Washington, DC.

(3) The CHNAVPERS (Pers-65), Washington, DC.

506. Safety of Flight. Flying club aircraft shall always be operated safely.

a. An unsafe act is any act which exposes a person to possible injury, jeopardizes life, threatens damage or destruction of property, or exposes an aircraft to conditions which may result in its damage or complete destruction. Unsafe acts include:

(1) Violating minimum safe altitudes except during landings, takeoffs, and simulated forced-landing practice.

(2) VFR flying in violation of VFR minimums.

(3) Operation of aircraft outside the manufacturer's operational limits.

(4) Unauthorized aerobatics.

b. All members are charged with reporting flying violations to the commanding officer via the club safety officer and manager. Such violations will be carefully investigated in accordance with paragraph 505.

507. Ground Safety. Flying clubs using Navy facilities shall comply with the applicable portions of Navy Occupational Safety and Health (NAVOSH) standards and NAVAIRINST 5100.5B. These directives also provide guidance for clubs not occupying Navy facilities.

a. A club instruction should be established on the handling and disposal of hazardous materials and the designation of a NAVOSH officer.

b. Strict attention will be paid to storage of flammable materials, fuel facility static grounding, workshop safety, and ground activities in the vicinity of aircraft.

c. Club facilities shall be a part of the commanding officer's ground safety and fire prevention inspection and surveys.